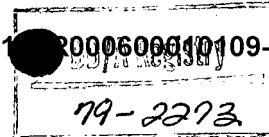


ROUTING AND RECORD SHEET

SUBJECT: (Optional) Pre-Processing of Summer Fellows		EXTENSION NO. PERS 79-4873		DATE 16 AUG 1979	STAT
FROM: Harry E. Fitzwater Director of Personnel 5 E 58		OFFICER'S INITIALS		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
TO: (Officer designation, room number, and building)	DATE	RECEIVED	FORWARDED		
1. Executive Officer, DD/A	8/17			STAT	
2. <i>Your model</i>				I have no problem with the attached plan except for the cost. STAT	
3. Acting Deputy Director for Administration	8/20			The Office of Personnel does not have the \$15,860 required for the orientation. Suggest [redacted] be designated the Program STAT	
4.				Coordinator but he must work closely with D/OP; otherwise, we can expect problems. The attached plan makes provisions for this coordination; so there should be no problem if it is followed.	
5. DDA -- FYI	8/21			STAT	
6.				STAT	
7. Mr. Cal Jones DDA/EEO				Harry E. Fitzwater	
8.				STAT	
11. <i>It would be much better to spend this in FY 79 - for 80 looks pretty tight and people won't want to commit any money away</i>				Att. 3 to 7: [redacted] You should plan to serve as the Agency focal point for coordinating this program. It isn't clear to me whether the "planning committee" you refer to is in being or will be formed. If it has not been formed, I think its establishment should be listed as one of the key initiatives in para. 3. As the next step, it would be helpful if you could hang some dates on these milestones so we can pin down the schedule more precisely. You should work with Bill Bauer on the \$15K shortfall.	
12.				STAT	
13.				STAT	
14.				STAT	
15.				STAT	



3 July 1979

MEMORANDUM FOR: Associate Deputy Director for
Administration

FROM : DDA Coordinator for National Urban
League Summer Fellowship Program

SUBJECT : Pre-Processing of Summer Fellows

1. In an effort to accommodate routine pre-processing of Summer Fellows, and to keep the processing cost to a minimum, I recommend that Summer Fellows who have expressed interest in participating in our Summer Fellowship Program be invited to Headquarters for pre-processing. (i.e. initial briefing and interviews)

2. Agency Officials have expressed interest in sixty-one Fellows who are resident in thirty-three different colleges/universities. The cost (\$38,000) for travel and per diem to support an Agency team (i.e. OP/Recruitor, OS/Briefer, 7 Hiring Officials) and Ms. Vie Kaufman, National Urban League, to interview and brief Fellows who have expressed interest in our program would far exceed the cost (\$15,860) to invite Ms. Kaufman and interested Fellows to Headquarters in late summer/early fall for pre-processing.

3. The following represents the steps to be taken by Agency Officials if the Fellows are invited to Headquarters for per-processing:

- | | | |
|--|---|----|
| a. Identify interested Fellows | [redacted] thru
contact with
National Urban
League representa-
tive | ST |
| b. Set date of visit | [redacted], Dir/OP,
Directorate EEO
Officers | ST |
| c. Forward invitation to
interested Fellows | Director of
Personnel | |

- | | | |
|----|---|---|
| d. | Select lodging site and transportation for interested Fellows | Directorate EEO Officers |
| e. | Formulate agenda | Director of Personnel and Directorate EEO Officers |
| f. | <u>First day activity at Headquarters (Bubble)</u> | |
| 1. | Opening remarks | DCI or DDCI |
| 2. | CIA interest in Summer Fellowship Program | Director, OEE0 |
| 3. | Purpose, goals and NUL's role in Summer Fellowship Program | Ms. Vie Kaufman, NUL |
| 4. | Security briefing | <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> OS STAT |
| 5. | Personnel briefing | Director, OP |
| 6. | Medical briefing | Director, OMS |
| 7. | Hiring officials interview session | Officer Director or his/her representative |

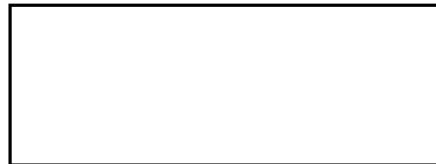
(Note: Hiring officials are requested to conduct their interviews in the Headquarters building. Notification of selected briefing locations are to be reported to Summer Fellows coordinator no later than one week prior to Fellows visit.) (The planning committee responsible for Summer Fellows visit to Headquarters is Director of Personnel, Directorate EEO Officers, Medical representative, and Security representative.) The planning committee will maintain a roster to ensure that full interview coverage is accomplished for Fellows of multi interest to hiring officials. It will be the responsibility of each interviewer to provide escort coverage to and from interview sessions.

g. Second day activity

1. Continue hiring officials interviews

2. Wrap-up (Panel; Director of Personnel, Security representative, Medical representative, Ms. Vie Kaufman and Summer Fellows Agency coordinator

3. Return Fellows to lodging site



STAT

Distribution:

Orig - Addressee

- 1 - D/OP
- 1 - D/OS
- 1 - D/EEO
- 1 - DDO/EEO Officer
- 1 - NFAC/EEO Officer
- 1 - DDS&T/EEO Officer
- 1 - DDA Chrono *Subject*
- 1 - DDA/EEO Chrono